

## **JOB DESCRIPTION**

**JOB TITLE:** Local Health Nurse II

**GRADE:** 18

**JOB CODE:** 2123

**EST. DATE:** 7-1-06

**GENERAL FUNCTION:** Provides basic nursing functions to individuals and families under decreasing supervision in a clinic or community setting. The nurse entering this classification has gained on the job experience with the local health department and would have completed most of the required job specific trainings in the various assigned health department programs and services as assigned and indicated by their position description. Activities are carried out in accordance with the Kentucky Board of Nursing Practice Act, the Kentucky Department for Public Health mission, goals, and essential services, the Kentucky Public Health Practice Reference (PHPR), and other relevant federal, state, and local guidelines. Direct nursing services would be provided in routine and specialty clinics that provide adult and pediatric, family planning, immunization, communicable and sexually transmitted disease, WIC and other health care services. The nurse would have a full understanding of the various assigned medical services and programs provided by the local health department, eligibility requirements for client participation, service protocols, standards and scope of practice, and documentation requirements. May serve as a coordinator of a specific program.

### **COMPETENCIES AND CHARACTERISTIC RESPONSIBILITIES:**

Fully meets the competencies and characteristic responsibilities of the LHN I classification. Performs work with increasing independence and assumes minimal mentoring of LHN I nurses.

Interviews client to address the presenting/initial reason for visiting health department and subsequent willingness for service(s) offered and indicated. Conducts nursing assessment, as appropriate, of client using PHPR service guidelines to obtain and document pertinent physical, social, behavioral, environmental, and lifestyle factors that influence health. Obtains specimens and utilizes the Division of Laboratory Services Guidelines for proper laboratory/specimens handling and packaging. Describes services that are available (or refers) and eligibility criteria as appropriate.

Collects, summarizes and interprets information relevant to an issue. Uses identified trends and assists in modifying the delivery of care of clients or groups of clients

Develops and implements a plan(s) of care based on the health risks identified during the nursing assessment and discussion with the client, including eligibility

determination, based on client specific characteristics (age, sex, race, programmatic, ethnic, cultural) outlining services to be provided to promote and maintain optimum health status of the client. Incorporates plan of care into the client medical record. Periodically updates plan of care based on follow-up visits and services provided and compliance of the client.

Provides basic nursing care to the client based on determined needs either on an ongoing or infrequent basis consistent with the PHPR, Nursing Scope & Standards of Practice, established policies, procedures, and licensing laws.

1. Reviews client's medical record for history of provided services and plans of care.
2. Reports incidents according to proper procedures.
3. Refers to supervisor as needed.
4. Delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience and provides appropriate oversight.
5. Uses the PHPR as a reference guide.
6. Identifies community assets and available resources and makes referrals as appropriate.

Documents services provided to the client in the medical record entering required service/program specific information according to the PHPR and Administrative Reference (AR). Maintains confidentiality and privacy within the agency, state medical information requirements and HIPAA guidelines

Is knowledgeable of health department programs and services, including those described in the PHPR, as well as, local policy guidelines and the Internal Control Program.

Practices with professionalism and accountability as employee of the local health department.

1. Adheres to local health department attendance and punctuality policies.
2. Organizes, prioritizes and provides care in a timely and cost-effective manner.
3. Prioritizes work assignments to accomplish job tasks.
4. Practices fiscal responsibility through timely correct coding of employee time sheet, Patient Encounter Form (PEF), Supplemental Reporting Form, and Community Reporting Form.

Understands team process and applies problem-solving strategies to accomplish job tasks. Manages client care delivery and delegates aspects of nursing care to other members of the health care team commensurate with their educational preparation and experience.

Participates in specialized or program specific clinics.

Collaborates with the health team members to establish priorities, manage care, and coordinate efforts to achieve desired outcomes in providing planned services to the client. Develops and/or demonstrates approaches to resolve operational problems that take into account cultural differences.

Develops and conducts educational counseling and teaching activities for individual clients and families based on the nursing assessment, focusing on assisting the client/family in understanding their health needs with an emphasis on promotion, maintenance, and restoration of health, and self care utilizing selected educational methods and materials that are appropriate to the language, reading level, and needs. Periodically evaluates teaching plan(s) based on the progress of the client in complying with the objectives of the educational materials.

Develops and implements a plan of continued professional growth and development.

1. Maintains nursing CEUs and seeks continuous learning opportunities.
2. Participates in training related to job responsibilities and completes required training as soon as feasible.
3. Develops collegial relationships for the purpose of professional development.
4. Completes basic required programmatic trainings and others that are consistent with job responsibilities.
5. Completes required yearly updates/trainings as required by selected programs.

Demonstrates a commitment to a healthy and safe work environment.

1. Follows established federal, state or local policies, procedures and programs relating to health and safety in the workplace.
2. Takes steps to promptly correct hazardous conditions.
3. Regularly participates in training and education in safety practices and procedures, such as annual OSHA training.

Participates in the Local Health Department's Bioterrorism and Disaster Preparedness activities.

1. Is aware of general contents of agency's Emergency Operations Plan.
2. Identifies role in Emergency Preparedness and Response.
3. Identifies agency's chain of command and management system for emergency response.
4. Participates in Bioterrorism and Emergency Preparedness drills.

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**SUPERVISION RECEIVED:** Receives moderate to limited supervision by nurse supervisor. Progressively functions independently with general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** May offer limited mentoring of LHN I nurses. May supervise LPNs, unlicensed assistive personnel and support staff consistent with the Kentucky Board of Nursing Advisory Opinion on Delegated Authority, as well as, local and state guidelines.

**JOB SPECIFICATIONS:**

**Knowledge:**

- Knowledge of professional nursing theory, standard nursing protocol and the legal implications of nursing practice.
- Knowledge of the scope of practice for the RN, LPN, and ARNP in Kentucky.
- Knowledge of the KBN Delegation Advisory Opinion Statement.
- Knowledge of evidence-based practice and its application in the promotion of healthy outcomes.
- Knowledge of the preparation of nursing care plans for individuals.

**Skills:**

- Considerable skill in the application of nursing techniques, procedures and instruments according to recognized policies.
- Working skill in interviewing and counseling clients.
- Moderate level of skill in utilizing appropriate oral and written communication with clients, physicians, nurses and other staff regarding evaluation or treatment.

**Abilities:**

- Considerable ability to learn the policies, procedures, and programs of the area of assignment.
- Working ability to provide leadership to nursing staff by demonstrating proper nursing techniques and procedures.
- Ability to work cooperatively with other professional and paraprofessional staff members
- Working ability to delegate responsibilities to subordinate direct care staff commensurate with their skills and experience.

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**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Current active Registered Nurse license from the Kentucky Board of Nursing.

An Associate degree or diploma from an accredited college, university, or school of nursing. One (1) year of nursing experience in the LHD or less; and  
Successfully demonstrated nursing competencies for the LHN I; and  
Completed most of the job specific programmatic trainings as assigned and indicated in their position description.

**NOTE: New classification as of 7-1-06.**

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description